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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance & Utilities Division DATE: 14 October 1952

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Cost Estimate for a New Records Center Building

1. We are now preparing a staff study for the purpose of justifying the erection of a separate Records Center Building

2. As a part of this study we would appreciate your obtaining schematic drawings and cost estimates from the GSA for a building meeting the general specifications shown below. Two estimates should be obtained, one for the building above ground and one below.

Design: Simple one story fireproof building with economical fixtures and finishes throughout. A fire detection, but not a sprinkler system, should be included.

Construction: Reinforced concrete, concrete floors with asphalt tile on office and aisle areas.

Storage Area: Secured with combination locks on the doors, preferably one large area.

Lighting: Florescent lighting throughout with fixtures in storage area to be centered in aisles 60" from center to center.

## Approximate Space Assignments:

Records	57,500
Office	400
Storage (Secured Areas)	400
Processing	400
Reading or Searching Rooms	600
Microfilming	200
TOTAL	59,500

275,000  
7.50 sq ft.  
22.50 " "  
40,000  
600,000 cubic feet

3. Please expedite this request as much as possible.

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